

STALL APPLICATION

Woodcroft Lake Festival

When: 21 September 2019

Location: Woodcroft Lake, Woodcroft Drive, Woodcroft

Time: 10 am - 4 pm

Should you require additional information please contact the festival organiser,
Lucas Cayanán on 9676 6637 or 0430 824 440.



Application form and payment to be forwarded to:
Woodcroft Lakes Festival Committee
c/o Lucas Cayanán, 27 Yantarra Place, Woodcroft, NSW 2767
Applications close Friday 6 September 2019.

| | | |
|------------------|----------------|---------------|
| Applicant's Name | | Organisation |
| Postal Address | | Suburb |
| | | Postcode |
| Email | Contact Number | Mobile Number |

Market Stall

Food Stall

Please tick the appropriate box

\$30 per 3m x 3m space

\$100 per Van space

\$140 per 2.4m x 2.4m Fete Stall

\$140 per 2.4m x 2.4m Fete Stall

Own Gazebo / Cart - please advise of size in metres

Will you be bringing a generator? YES NO

Food Authority number

Special Requests
(Not Guaranteed)

Items being sold (be specific)

Direct Deposit Payment

Account Name: Woodcraft Festival Inc

Account Number: 10308730

ref: your name/organisation

BSB: 062 339

Receipt No:

Amount:

NB: If this form is not completed fully or without payment it will not be accepted.
Please Note: NO REFUNDS AVAILABLE. Late applications may be considered without guarantee.
I have read and understood all the stall regulations (see reverse).
Signature: _____ Date: _____

Stallholder Terms and Conditions

Stall Regulations

- Council reserves the right to reject any stall application it considers inappropriate.
- To ensure the quality and diversity of our events, Council applies criteria for the selection of stallholders. Council reserves the right to refuse applications, regardless of the date the application is sent in. Priority is NOT given on a first-in-first-served basis.
- Stallholder selection criteria is based on quality, variety, presentation and product suitability. Preference is given, where possible, to local businesses, organisations and vendors.
- Council will attempt to avoid duplication of products sold. Non-acceptance is not always a reflection on your quality. Council's decision on stall selection and location of stalls is final. No correspondence will be entered into.
- Blacktown City Council reserves the right to exclude any group, individual and organisation from participating in the event.
- All successful applicants will be sent a letter or email of confirmation.
- Unsuccessful applications will be returned with monies refunded if required. Notification will be given after the stall closing date whether successful or unsuccessful.
- The following items have been banned from all festivals: Oil-based (**non-biodegradable**) plastic cups, straws, cutlery and containers, plastic bags, small single serve sauce containers, all balloons and polystyrene cups, plates and containers.
- No electricity will be supplied to stallholders.
- All structures must be weighted down and secured. No Pegging allowed.
- Stall applications will only be considered on receipt of the application together with payment section completed.
- No stallholder is permitted to sublet their stall and may only sell the items listed on their application form.
- Food and safety inspections will be conducted at the event by Council Environmental Health Officers and Safety Officers. Stallholders must comply with the NSW Food Authority: Guidelines for Food Businesses at Temporary Events, NSW Food Act 2003 and ASNZS Electrical Regulations.
- In the instance that the event is cancelled (such as inclement weather) stallholders shall be notified as soon as possible. Wet weather hotline is 9839 6577.
- No amplified music or sound can be used unless prior consent is given.
- All leads must be tagged and tested.
- Butane cookers are not permitted.
- No political parties will be allocated stalls or allowed to distribute information.
- All food stallholders must provide a food authority number and/or food supervisor certificate.
- Stalls must operate for the duration of the event.
- Stallholders must have Public Liability Insurance and supply a copy of their Certificate of Currency with their application.
- All waste must be taken by stallholders at the closure of the event. A clean-up fee will be issued to any stallholder leaving rubbish at their site including cooking oil spills, coal, food scraps and general waste.
- All stallholders must be onsite and completely set up by the designated bump in time. Late arrival may result in the forfeit of your position and any paid fees.

Refund Policy

- Unsuccessful stallholders who are declined from participating by Blacktown City Council (prior to the event) will be entitled to a full refund of stallholder fees. No other refunds are available.
- Any cancellation made by the stallholder in the week before the event will forfeit any payment and no refunds will be given.
- In the event of cancellation due to inclement weather or unforeseen circumstances, no refunds shall be made.

Event Day

- Stallholders will be sent all confirmation details via email or post 2 weeks prior to the event day with full instructions.
- Access to the site for pack up will be at the event organisers discretion.
- Stallholders must comply with any directions given by event officials. Failure to follow instructions could lead to immediate exclusions from the event and forfeit of stall fee.
- Stall numbers will be located on each stall or floor.